Creating a PDF Document
for Filing in CM/ECF

The optimal method for creating a PDF document for filing in CM/ECF is to create the document directly from a word processing application using Adobe Acrobat's PDFWriter.

Note: PDFWriter is part of the Adobe Acrobat package. The default installation of Adobe Acrobat 5.0 does not include the installation of PDFWriter. To load PDFWriter, you must choose the "custom" installation. See the http://www.adobe.com/products/acrobat/readstep.html web site for more information.

WordPerfect (using Adobe Acrobat's PDFWriter)

> Note: Adobe Acrobat's PDFWriter must be installed.

> **STEP 1**   Create document in WordPerfect.

> **STEP 2**   Choose **File** > **Print**.

> **STEP 3**   Choose **Acrobat PDFWriter** from the list of printers, enter any other print options you want, and click **Print**.

> **STEP 4**   In the *Save PDF File As* dialog box:

> > ◆   Choose a file location in the *Save in* field. (Remember the file location as you will need to browse to find this file when you electronically file the document in CM/ECF.)

> > ◆   Enter a file name for the document in the File name field. (Remember the file name as you will need to browse to find this file when electronically filing the document in CM/ECF.)

> **STEP 5**   Click **Save**. By default, PDFWriter adds the extension .pdf.

WordPerfect version 8 or higher (using "Publish-to-PDF" feature)

Note: This option can be used if you do not have Adobe Acrobat's PDFWriter installed. This option is not recommended because the file created is unnecessarily large.

STEP 1   Create document in WordPerfect.

STEP 2   Choose **File** > **Publish to PD<u>F</u>...**.

STEP 3   In the *Publish to PDF* dialog box, choose a file location and file name. (Remember the file location and file name as you will need to browse to find this file when you electronically file the document in CM/ECF.)

STEP 4   Click **OK**. By default, WordPerfect adds the extension .pdf.

Microsoft Word (using Adobe Acrobat's PDFWriter)

Note: Adobe Acrobat's PDFWriter must be installed.

STEP 1   Create document in Microsoft Word.

STEP 2   Choose **<u>F</u>ile** > **<u>P</u>rint**.

STEP 3   Choose **Acrobat PDFWriter** from the list of printers, enter any other print options you want, and click **OK**.

STEP 4   In the *Save PDF file As* dialog box:

◆   Choose a file location in the *Save <u>in</u>* field. (Remember the file location as you will need to browse to find this file when you electronically file the document in CM/ECF.)

◆   Enter a file name for the document in the *File <u>name</u>* field (Remember the file name as you will need to browse to find this file when electronically filing the document in CM/ECF.)

STEP 5   Click **<u>S</u>ave**. By default, PDFWriter adds the extension .pdf.

Microsoft Word (using PDFMaker)

Note: Adobe Acrobat's PDFWriter must be installed.

STEP 1   Create document in Microsoft Word.

STEP 2   Click **Adobe (Convert to Adobe PDF) icon** on the toolbar or choose **Acrobat** > **Convert to PDF**.

STEP 3   In the *Save PDF file As* dialog box:

◆   Choose a file location in the *Save in* field. (Remember the file location as you will need to browse to find this file when you electronically file the document in CM/ECF.)

◆   Enter a file name for the document in the *File name* field (Remember the filename as you will need to browse to find this file when electronically filing the document in CM/ECF.)

STEP 4   Click **Save**. By default, PDFWriter adds the extension .pdf.